Student Project Plan

Defining Stage (Initiate the Project)

PROJECT NAME:

A. Goals

Goals explain what will be achieved by the end of the project.

1. What is the question, problem, issue or perspective that is driving your project?
2. What is your goal?

B. Resources, Constraints, and Assumptions

1. Resources are all of the things that can be applied to help the project, which may include money, people’s time, things you can trade for, or goods and services you own or can get for free. Name and describe the resources you have available.
2. Constraints are defined as things that limit what you can do in some way. Name and describe the constraints your project will have.
3. Assumptions are the things you know to be true about the project. What assumptions can you make as you begin your project?

C. Scope

Defining the scope determines what the project *will* and will *not* do; it establishes boundaries.

1. Things that are within the scope of the project (be sure to include the final presentation of results as part of your scope statement):
2. Things that are not within the scope of the project:

D. Deliverables and Dependencies

* Deliverables: The products or results that are created through the course of the project, leading to the goal. In some cases, the goal and deliverable will be the same.
* Dependencies: The relationships between the deliverables.

*(Note: some projects may have only one deliverable and, therefore, no dependencies.)*

Fill in the chart below to indicate the following:

* When the project is complete, what will your deliverables be?
* When you are working on the deliverables, what will their dependencies be?

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| --- | --- | --- |
| # | Deliverable | Dependencies |
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E. Stakeholders

Stakeholders are other people that have an interest in your project and its deliverables. Who are your stakeholders and in which parts of your deliverable do they have an interest?

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| --- | --- | --- |
| Stakeholder Name | Deliverable # | Stake in Project |
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F. Establish Project Managers

Identifying project managers will help you manage all the parts of your project. Students assigned to work as managers will have specific roles helping monitor and manage the project. You will learn more about the responsibilities of each manager in the Doing Stage of your project.

The **Project Manager** will be responsible for helping the project remain in scope, reporting to the **stakeholders**, and presenting a regular **project update** to the larger group.

The **Time Manager** will be responsible for helping teams remain on schedule and coordinating schedules between teams that have dependent deliverables.

The **Quality & Risk Manager** will be responsible for helping teams identify possible challenges or stumbling blocks, and getting the supplies or other resources needed to help teams produce their deliverables with a high quality.

The **Communication Manager** will be responsible for keeping track of the project materials and ensuring that the teams are communicating with each other and stakeholders.

Who on your team will fill each of these roles?

* Project Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Time Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Quality & Risk Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Communications Manager: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_